Multidivision Online Provider Application Instructions
Version 6 (January 2016)

Overview

Multidivision online providers supply online or virtual instruction to K-12 students. Providers may offer only one course or may offer a full array of courses. Instruction in a virtual course is delivered primarily by a teacher who is in a different physical setting from the student, though local mentors may support student learning.

A multidivision online provider is
- a private or nonprofit organization that provides online instruction to K-12 students who reside in Virginia across multiple school divisions
- a local school board that provides online instruction or programs to students who reside in Virginia but outside the geographical boundaries of that school division

A multidivision online provider is not
- a local school board's online learning program in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of that school division
- multiple local school boards that establish joint online courses or programs in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of those school divisions
- local school boards providing online instruction via contracts with an approved private or nonprofit organization
- local school boards providing online courses or programs by employing local teachers to provide instruction using online content to students within their division

Scenario	Application Required?
Our company provides online content that divisions may use with online, blended, or face-to-face programs.	As long as instruction is provided by school division teachers, the organization does not need approval.
Our company provides online instruction and content; we use our own highly-qualified teachers. We'd like to offer our services to Virginia school divisions.	Approval as a multidivision online provider is required before instruction may be provided to school divisions.
Our school division uses online course materials provided by XYZ Online School. A teacher in our division provides the instruction for just our students.	As long as instruction is provided by local teachers to students within the division, the division does not need approval.
We want to use online material from XYZ Online School. We plan to use our local teacher to deliver instruction to our students. XYZ Online School is not on the approved list. Should they apply?	As long as instruction is provided by local teachers to students within the division, the content provider does not need approval.

Instructions

Applications for the 2016-2017 school year may be submitted beginning January 4, 2016. Applications must be received electronically by 5 p.m. Eastern Standard Time on February 5, 2016.

An application must be completed by each organization seeking approval to become a multidivision online provider. Applications must include all the information requested by the Virginia Department of Education and in the form and by the date requested. Incomplete applications will not be considered. The Virginia Department of Education will provide the applicant with a written decision regarding the approval or denial of the application within 45 business days of the close of the application period.

Providers will be approved generally, but courses must be aligned with Virginia Standards of Learning (SOL) or Career and Technical Education (CTE) Competencies where applicable. Course titles must include the SOL or CTE Competency. Providers may also choose to offer non-standards-based or elective courses. In addition, previously approved providers may also choose to submit additional courses for approval during the application window.

The application consists of four separate parts. Correlation reports from a third-party correlation service that verifies Virginia SOL alignment and a course syllabus for all SOL courses that are being submitted for approval should be submitted with an application. Applicable forms showing Career and Technical Education (CTE) Competency alignment for all CTE courses that are being submitted for approval should also be completed and submitted with an application.

When submitting courses as electives, please review the Career and Technical Education (CTE) database to ensure an elective does not have CTE competencies which would require the course to be submitted as a CTE course.

In addition, all parts and supplemental material must be submitted as e-mail attachments in the specified format to virtualprograms@doe.virginia.gov by 5 p.m. Eastern Standard Time on February 5, 2016. To make the process as efficient as possible, each part of the application should be sent separately; e-mail attachments should not exceed 5 MB. Complete applications will include:

- Application Part I: Affidavit
- Application Part II: Program Profile
- Application Part III: Program Requirements
- Application Part IV: Program Description
- Correlation reports from a third-party correlation service
- CTE Competency Correlation Forms

Tips for submitting applications:

- Submit only complete information. Incomplete applications may not be reviewed.
- Include both e-mail and telephone contact information for the program contact; notifications may be misplaced in generic e-mail accounts such as information@XYZonline.com.
- Hyperlinks to documents or Web pages should be specific; generic hyperlinks to program Web sites will not be accepted.

Tips for Completing CTE Competency Correlation Reports:

- Providers may choose to provide correlation reports from a third-party correlation service; sample course correlation documents are provided. Please include a signed statement from the correlation service attesting that the submitted courses meet Career and Technical Education Competencies, as well as correlation documents for each course submitted.
- Hyperlinks to course syllabi must be included on each correlation form; a generic link to the programs course list will not be accepted. In cases where syllabi are password-protected, these must be provided.
- Each course offered may show correlation to only one CTE course.
- Include access to courses via login with your application.